

# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

## ORDER FOR COPIES OF BANKRUPTCY CASES

### Copy Packages Available

**Pre-Selected Documents (Individual only):** Includes the following documents, to the extent that they are contained in the case file: **Discharge of Debtor (or Order of Dismissal or Final Decree), Voluntary Petition, Summary of Debts and Property, Schedules D, E and F (Note in some jurisdictions Schedules may be listed as A1, A2 and A3).** We will make no substitutions for these documents. The package price includes a maximum of 20 pages. Copies over the package maximum will be charged per copy. We will notify you if the total number of copies will exceed 20 pages.

**Entire Case File:** Includes all documents in a Business and Individual case file. The package price includes a maximum of 70 pages. Copies over the package maximum will be charged per copy. We will notify you if the total number of copies will exceed 70 pages.

\* **Certification:** A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge for all packages delivered by mail or express shipping. **Certification for faxed copies is not available.**

If you **do not** want the **Pre-Selected Documents or Entire Case File copied**, you can make an appointment to review the file at our facility to select the documents needed, or you may contact the court where the case was closed or filed and make arrangements to review the case at the court location.

**To make an appointment to review the file, call us at: 817-551-2000, Monday-Friday (excluding Federal holidays), 8:00 a.m. to 4:00 p.m.**

### General Information

- Use a separate NATF Form 90 for each file that you request. **Discard this instruction sheet.** You must complete blocks 3-7 or we cannot search for the file. Please allow 2-3 business days for processing your order.  
**PLEASE FILL OUT ALL SECTIONS OF THE FORM, SO THAT WE MAY CONTACT YOU IF THERE ARE ANY PROBLEMS.**
- If paying by check or money order, a separate payment is required for each individual request.
- We will notify you if your package exceeds the page limit; a \$0.50 per copy fee will need to be applied for each additional page copied.
- Orders can be sent by overnight delivery (FedEx) at an additional charge.
- Orders can be faxed if the page count is 25 pages or less. All orders exceeding 25 pages will need to be mailed. **Certified copies are bound and CANNOT BE FAXED OR E-MAILED.**
- Request may be returned if the necessary information is not supplied or if the credit card is declined. Case information should be obtained from the court in which the case was filed.
- Please note that contents of recent cases may be in both electronic and paper form. If we cannot provide you with documents you request we will refer you to the Court that adjudicated the case.
- Questions? Concerns? Contact our Research Room staff at the number shown above.

### PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

### PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is xxxx-xxxx. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FORM ITSELF.**

<b>NATIONAL ARCHIVES AND RECORDS ADMINISTRATION</b> <b>ORDER FOR COPIES OF BANKRUPTCY CASES</b>		
<b>1. LOCATION:</b> NARA, Southwest Region – <b>1400 John Burgess Drive, Fort Worth, TX 76140</b> <b>Fax: (817) 551-2037 EMAIL: TERCS.FTWORTH@nara.gov</b>		<b>2. AREAS SERVED:</b> Texas, Arkansas, Oklahoma, Louisiana
<b>3. SELECT COPY PACKAGE</b>		
<b><u>Copy Package <i>Not</i> Certified</u></b>		<b><u>Copy Packages <i>Certified</i>----Faxing <i>NOT</i> Available</u></b>
<input type="checkbox"/> Pre-Selected Documents ( <b>SEE PAGE 1</b> ) <b>\$10.00</b> <small>(20 page maximum)</small> <input type="checkbox"/> Entire Case File <b>\$35.00</b> (70 page max- <u>Unable to FAX copies</u> ) <b>Pages exceeding the package maximum require an additional \$0.50 per copy charge. We will notify you for approval of charges before copying is done.</b>		<input type="checkbox"/> Pre-Selected Documents Certified <b>\$16.00</b> <input type="checkbox"/> Entire Case File Certified <b>\$41.00</b> <b>*****E-mail &amp; Faxing NOT Available*****</b> <b>Pages exceeding the package maximum require an additional \$0.50 per copy charge. We will notify you for approval of charges before copying is done.</b>
<b>4. CASE INFORMATION (CALL the court in which the case was filed TO FILL IN THE BOXES BELOW)-</b> <b>ALL BLOCKS MUST BE FILLED IN TO SERVICE</b>		
COURT LOCATION (city & state)	DEBTOR NAME(S)	CASE NUMBER
ACCESSION/TRANSFER NUMBER	BOX NUMBER	LOCATION NUMBER
<b>5. DELIVERY METHOD</b> <input type="checkbox"/> e-mail (supply e-mail address): _____		
<input type="checkbox"/> Fax-25 page limit <input type="checkbox"/> Mail <input type="checkbox"/> FedEx (additional \$25.00) <input type="checkbox"/> FedEx Account# _____		
<b>6. YOUR DELIVERY INFORMATION</b> <b>PLEASE FILL OUT ALL SECTIONS OF THE FORM, SO THAT WE MAY CONTACT YOU IF THERE ARE ANY PROBLEMS.</b>		
<b>MAIL COPIES TO(please fill out even if faxing):</b>		<b>FAX COPIES TO:</b> <b>(maximum 25 pages-not available for entire packages)</b>
NAME		FAX NUMBER
ADDRESS <span style="float: right;">APT. # / SUITE #</span>		
CITY		ATTENTION
STATE AND ZIP		
DAYTIME TELEPHONE NUMBER – (THAT YOU CAN BE REACHED AT)		DAYTIME TELEPHONE NUMBER– (THAT YOU CAN BE REACHED AT)
<b>7. YOUR PAYMENT INFORMATION</b>		
<b><u>Credit Card Payment (by fax or mail)</u></b>		<b><u>Check or Money Order</u></b>
CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		Make your check or money order <b><u>A SEPARATE ONE FOR EACH CASE ORDERED</u></b> payable to: <b>National Archives Trust Fund (NATF)</b> Mail your <b>request form with payment</b> to the address shown in <b>block 1</b> at the top of this page.
ACCOUNT NUMBER	EXPIRATION DATE	
NAME ON CARD		
SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card)		
<b>NARA USE ONLY</b>		
SEARCHER	DATE	<b>PAYMENT:</b> <input type="checkbox"/> Paid Check # _____
REMARKS <div style="text-align: right; margin-top: 10px;"> <input type="checkbox"/> Review Date:                      Time:           </div>		